



CLASS Observation – Protocol for Lead Agencies

Background

As stated in the CARES Plus Request for Application (RFA), undergoing the CLASS Observation is one of the CARES Plus Program CORE requirements for selected participants. Highlighted below are the procedures to be followed by Lead Agencies for implementing the requirements of the CLASS Observation for CARES Plus participants.

(NOTE: Once they have been selected for a CLASS Observation, participants may not opt out of this requirement and still remain in the CARES Plus Program; however, they may opt out of the subsequent program evaluation. Opting out of the evaluation means that a participant will undergo a CLASS Observation, but the resulting score and other details will not be included in the CARES Plus program evaluation. The steps for the Lead Agency to take if such circumstances arise are outlined below, beginning with #5.)

CLASS Observation Protocol and Procedures

1. It is imperative that CLASS observations begin as soon as possible.
2. Please make every effort to contact your selected local participants by the due date given to you by Michelle Kinner at CDTC.
3. If this is not possible, please send as many contacted participant names as you can to CDTC by the due date, and then send the remaining contacted participants' names as soon as they are confirmed. This will help us to begin the launch of this important feature of the CARES Plus program.
4. CLASS participants will receive a CLASS observation package that includes the following items:
 - a. Kodak Play Sport Video Camera, cord, manual, case, tripod and SD card
 - b. Classroom Video Recording Instructions
 - c. Video Tape Protocol
 - d. CARES Plus Video Taping Notification Letter (English and Spanish)
 - e. One page flyer: What to Expect from a CLASS™ Observation
 - f. Pre-paid, addressed envelope to return the SD card to CDTC
 - g. Small yellow labeled envelope and protective pouch for SD card (seal and place inside the mailing envelope)
 - h. Shipping label to return camera kit to CDTC after observation

5. If a participant is not allowed to participate in the CLASS Observation due to circumstances beyond his/her control, that participant must inform the Lead Agency of the situation in writing. For example, if a center director will not allow videotaping in the center, the selected CARES Plus participant would be unable to participate in the CLASS Observation and would convey this to the Lead Agency.
6. The Lead Agency will confirm the situation, and then send an email to the CARES Plus inbox at CARESPlus@ccfc.ca.gov explaining why this selected participant is unable to fulfill the CORE requirement.
7. Upon receiving the email from the Lead Agency, First 5 California will review the information, make a decision regarding the participant's status, and inform the Lead Agency via email of the decision.
8. If First 5 California approves the request of the Lead Agency (on behalf of the local participant) for that participant not to undergo a CLASS observation, a replacement participant's name may be chosen from the wait list and sent to the Lead Agency.